

Regular Council Meeting

February 13, 2017

1. **Council President Roger Jensen called the meeting to order at 7:30 pm.** Present were Council Members Kale Dankenbring, Amanda Milne, Carla Lampe, and Bruce Swihart. Also present were City Attorney Mike Day, City Superintendent JR Landenberger, Police Chief Darrell Thomas, and City Clerk Lila Whitmore.
2. **Minutes** from the January 23 meeting were distributed and read. It was moved by Bruce and seconded by Amanda to approve the minutes as presented. Motion passed.
3. **Consent Agenda** - It was moved by Carla and seconded by Bruce to approve the following items on the Consent Agenda: Permission for Clerk to pay insurance at time of billing; Permission for Clerk to pay utilities at time of billing; Permission for Clerk to pay utility incentives before the 25th of the month; Permission for Clerk to pay theater bills when due; Permission for Clerk to pay Payment Service Network bills when due. Motion passed.
4. **Visitors:** None
5. **Police Report:** **a)** Chief Thomas reported that the electronic reporting system is now up and running. **b)** Matt Grogan will graduate from the KLETC on Friday and the Council gave approval for Chief Thomas to attend the ceremony. **c)** Darrell reported that he and Roger believe it would be possible to install a garage door at the back of City Hall for the proposed investigation room and JR stated that the electric service is relocatable. There are other modifications that would need to be done however. **d)** Jason Padgett has installed 2 security cameras in City Hall and 2 in the Police Department. The cameras are always on and viewable on a monitor in the police department. Recording is not constant but is motion activated. Chief Thomas will check into the possibility of having the cameras monitored by dispatch. He also recommended a panic button be installed at the City Hall front desk that would connect directly to 911. **e)** Chief Thomas had a meeting with the ministerial alliance and they will make sure their congregations know about the newly established neighborhood watch program. **f)** Chief Thomas requested 3 minutes of executive session for personnel. It was moved by Amanda and seconded by Carla to accept and file the Police report. Motion passed.
6. **New Business:**
 - a. SFCHS Media Class – Instructor Rogie Wiswell submitted the results of the pool brand vote. There were 1255 votes received and the logo created by Jeremiah Neitzel had the majority with 59.3% of the votes. The logo is ready now to be used however the Council desires. There was discussion regarding the St. Francis highway signs and also the city logo. A committee consisting of members of the media class along with Council members Kale Dankenbring and Amanda Milne will meet on February 21st to share ideas.
 - b. Community Broad Band Internet Committee – Members of the committee were present to discuss details of Eagle Communications’ proposal to bring high speed fiber-optic internet to St. Francis. The Council gave their support and approval of the proposal. The franchise agreement that is in place authorizes Eagle Communications to make the improvements. The committee hopes that Eagle will have a decision by the middle of April.
 - c. Fire Chief Dan Blair - It was moved by Amanda and seconded by Bruce to authorize the purchase of a light bar not to exceed \$1000 plus freight. Motion passed. It was moved by Amanda and seconded by Kale to authorize the purchase of 100’ of fire hose for \$650. Motion passed. Dan talked about a grant that was received to purchase a drop tank, pump and lighting. The cost of the equipment may be a little higher than the grant will cover and the overage will be split between the City and the County. The Council gave approval for the fire department to use its main firetruck for County runs for structure fires if necessary, at the Fire Chief’s discretion. Dan gave a report on the Firefighter One class in Goodland that he has been attending. Dan shared information regarding a future purchase he would like to make for a containment fill station used for refilling SCBA cylinders. The fire department is planning a tour of the fire house for the City Council and County Commissioners but has not yet set a date.
 - d. With Council approval, Council President Jensen appointed JR Landenberger as a voting delegate and John Larson as alternate voting delegate for KRWA.
 - e. It was moved by Amanda and seconded by Carla to approve the Council President’s appointments of Scott Schultz as Director #1 and Bruce Swihart as Alternate for the KMEA Board of Directors for a two (2) year term expiring 04/30/2019. Motion passed.

- f. It was moved by Bruce and seconded by Amanda to approve the Mobile Home Park License for Kathy Woodcox/Homesteader Motel. Motion passed.
- g. It was moved by Bruce and seconded by Amanda to sign the Blue Cross Blue Shield of Kansas contract for plan year 2017-2018. Motion passed.

7. Old Business:

- a. **Property Cleanup** – Ron Knittle has submitted a request for the St. Francis Fire Department to implement a controlled burn for his property at 218 W. Emerson that was mostly destroyed by a fire on February 4. It is now an unsafe structure. The Council authorized Fire Chief Dan Blair to determine if this could be done. Attorney Day informed the Council that an insurance lien has been placed on the property to ensure that, if there is insurance in place the property damage will be properly remediated or the premise will be cleared of the damage from the fire. There was some discussion regarding towing of vehicles.
 - b. **Pending Projects** – a) The County continues to work at Keller Pond. b) Clerk Whitmore requested the Council look again at installing a gate at the front desk. Roger will try to design something so it can be put out for bids. c) The Council discussed the LED Sign. At this time no one is checking the email and making sure that information is being posted on the sign. Mande Miller had expressed an interest in taking this on but has not yet brought a proposal to the Council. Carol Sloper has offered her assistance to train someone in the use of the sign. Clerk Whitmore will contact Carol for assistance and will monitor the email and try to get the information on to the sign until such time as Mande brings her proposal to the Council.
- 8. Public Building Commission Report** – There was a special meeting of the PBC on February 8 to discuss the finances and payments to make sure that everything is in order. Colors have been selected for shades, poles, paint, and everything on the bath house. Completion date is still set for July. The PBC received an \$1800 memorial donation. There was some discussion about how the payments are being tracked and if there should be a separate bank account for this. Clerk Whitmore indicated she had spoken to the auditors who recommended against a separate account. She will check into this further and will also bring reports that can be retrieved from the accounting software to the next meeting.
- 9. Theater Report** – Amanda did not have anything to report.
- 10. Building Permits** – It was moved by Bruce and seconded by Amanda to approve the following building permit, pending JR's inspection: Robert Bunker – 213 W. Jackson, garage and shop. Motion passed.
- 11. Superintendent Report** – a) JR presented two proposals for the fence along the power plant property, one for cedar at a cost of \$1600 and one for treated wood at a cost of \$1135. There was some discussion concerning the thickness of the treated wood pickets and the Council recommended JR check into it before deciding what materials to use. It was moved by Amanda and seconded by Carla to purchase materials not to exceed \$1500. Motion passed. b) It was moved by Bruce and seconded by Amanda to authorize the purchase of transite repair kits/pipe fittings at a cost of \$4267.18 to be paid for from the water department. Motion passed. c) An estimate was received from Brock McAtee Construction for intersection work at Spencer & Quincy, Benton & Washington, and Spencer & River in the amount of \$21,720.25. The Council requested an addendum to the proposal to include a work completion deadline. JR will bring this back to the next meeting for approval. There is also some curb and gutter work that needs to be done at one of the intersections. d) JR completed the yearly power evaluation. The cost in 2015 was 6.56 cents per KWH and 6.52 cents per KWH in 2016. Total sales were up a bit. e) There were two failed tests last year relating to total suspended solids prior to the new leveling system being installed at the sewer ponds. A representative from KRWA will be here tomorrow to ensure there are no other issues. f) Verizon Wireless has paid the past due amount of \$3500 that was owed to the city for water tower rent. JR is now in discussion with them regarding proposed upgrades to the equipment on the water tower. g) It was moved by Bruce and seconded by Amanda to accept the chemical bid from the St. Francis Equity for \$4599.15. Motion passed. h) A bid for the Keller Pond trail project has been received from Brock McAtee Construction and has been submitted to the Sunflower Foundation so they now have two bids to consider. JR expressed appreciation for the extensive work that the County has done at Keller Pond. It was moved by Amanda and seconded by Carla to accept and file the Superintendent report. Motion passed.
- 12. Attorney Report** – Attorney Day stated that he has submitted a letter to the Office of Judicial Administration to confirm the Council's intent to appoint Magistrate Judge Paula Keller as the Municipal Court Judge when

appointments are made in May so that she may attend the training in April. It was moved by Carla and seconded by Kale to accept and file the Attorney report. Motion passed.

- 13. Clerk Report – a)** Clerk Whitmore shared the annual Library Report from Head Librarian Michelle Wolff. **b)** The Council approved waiving the band shell rental and damage deposit fees for Western State Bank to use the band shell for an Easter egg hunt on Friday April 14 from 4-7 PM. **c)** It was moved by Amanda and seconded by Bruce to approve the Trash Waiver application for Clas Family LLC. Motion passed with Carla abstaining. **d)** It was moved by Amanda and seconded by Carla to approve the appointment of Dave Yost and Kody Krien to the Airport Commission. Motion passed. **e)** The Council gave approval to add the pool bond debt service payment to the consent agenda so that payments can be made when due. **f)** It was moved by Bruce and seconded by Amanda to pay the Senior Center the budgeted allocation of \$8000. Motion passed. **g)** It was moved by Amanda and seconded by Carla to pay the Cheyenne County Development Corporation the budgeted allocation of \$24378. Motion passed. Roger asked Clerk Whitmore to touch base with Helen and ask if the Council could be notified of new business openings so that a Council member can be present at the grand openings. It was moved by Bruce and seconded by Kale to accept and file the Clerk report. Motion passed.
- 14. Council comments: Kale** – There will be a NPR live music broadcast from Fresh Seven Coffee on April 11th. **Amanda** – requested Council members email her and Kale with suggestions for the St. Francis highway signs prior to the scheduled February 21 meeting of the committee. Amanda also asked about insurance requirements for local contractors doing work that doesn't require a building permit. The City does not have a building inspector so it is up to homeowners to ensure contractors have the necessary insurance. **Carla** – The Community Foundation is hosting an appreciation dinner for Bill and Cindy Keller on April 17 at Riverside Recreation. The Council will be invited to attend. **Bruce** – Asked for the Council's input on opening the old pool in May and keeping it open until the new pool is opened. JR indicated the pool had been winterized and could be opened. The Council approved.
- 15. Council President Comments:** Commented that there is a new tariff on lumber from Canada that will increase lumber cost by 20%.
- 16.** All bills on **Ordinance #999** were reviewed. It was moved by Bruce and seconded by Amanda to approve the bills in the amount of \$358,103.67. Motion Passed.
- 17.** At 10:05 it was moved by Amanda and seconded by Kale to adjourn to executive session for 5 minutes for personnel. At 10:10 it was moved by Bruce and seconded by Carla to come out of executive session. No decisions were made.
- 18. Adjournment:** A motion was made by Bruce and seconded by Amanda to adjourn the meeting. Motion passed.

City Clerk